APPENDIX E-133 P

DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) FILE (CLEAR TEXT)
UPDATE TRANSACTION

1. PURPOSE

   This appendix is applicable to chapter 47 and provides instructions
for preparing transactions to add, revise, or delete Interim or Local
In-the-Clear Text addresses pertaining to the DoDAAD File Section of the
SAMMS Combined Address File (SCAF) by means of appendix B-133, DICS TA1,
TA3, and TA4. This section of the DoDAAD File is normally updated by
direct input from DAAS. However transactions for interim addresses may
be necessary in order to process requisitions for a customer whose
address has not yet been published by Defense Automatic Addressing
System Office (DAASO). Such addresses will subsequently be published by
DAASO. Transactions for local addresses, including MAP Grant Aid
Addresses, may be necessary in order to mechanically process
requisitions for special customers who do not have and will not be
assigned a DAASO published address.

2. APPENDICES USED IN THIS PROCESS

   a. Appendix A-150, Type of Address Codes (TACs).

   b. Appendix A-153, Type of File Codes (TFCs).

   c. Appendix B-133, DoD Activity Address Directory (DoDAAD) File
(Clear Text) Update Document.

   d. Appendix B-135, DoD Activity Address Directory (DoDAAD) File
Inquiry Document.

   e. Appendix B-136, DoD Activity Address Directory (DoDAAD) Entry File
Maintenance Document.

   f. Appendix E-133 V, DoD Activity Address Directory (DoDAAD) File
(Clear Text) Update Transaction Violations.

   g. Appendix F-103, DoDAAD In-the-Clear Exception Listing.

   h. Appendix F-105, DoDAAD Interim/Local Address Listing.

   i. Appendix F-225, Combined DoDAAD Listing.

   j. Appendix F-226, DoDAAD Management Data or Cross-Reference Table.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

   The Requisition Processing Branch, DSO (DoDAAD Manager) or its
counterpart at DSCP is responsible for accomplishing the action
prescribed by this appendix.

4. PROCEDURES/INSTRUCTIONS

   a. Data for the DoDAAD (Clear Text) Update Document will be entered
on a General Purpose EAM Coding sheet as outlined in appendix B-133.
The following are mandatory entries for add, revise, and delete actions:

FIELD	FIELD POSITIONS
DIC	1-3
Type of Address	7
Activity Address Code	8-13
Clear Text*	14-48
Effective Date	58-62
Type File Code**	76
Line Sequence*	80

*Not mandatory on TA4 (delete) actions.

**Type of File Code I or L when input locally. Type of File Code P (DLA
mechanically assigned) when input is by DAAS, (appendix B-133). Use of
Type of File Code D in a DIC TA4 will result in physical deletion of the
applicable TAC.

   b. Special note should be given to the following:

      (1) DIC TA1 transactions for Federal Standard Requisitioning & Issue
Procedures (FEDSTRIP) activities will process to the Inactive DoDAAD
File without generating appendix F-225 printouts, since FEDSTRIP
Acquisition Advice Codes (AACs) are activated only when a requisition is
actually received. This prevents the file from becoming overloaded with
management data for FEDSTRIP AACs of no interest to DLA.

      (2) DIC TA1 transactions input for local addresses (Type of File
Code I or L) will overlay existing local addresses. Care should be
taken on such transactions to assure correct address is entered prior to
input.

      (3) DIC TA3 transactions when processed for FEDSTRIP activities will
not create mechanically generated outputs unless management data exists
or has existed for the AAC being changed for reasons specified in the
above paragraph.

      (4) Receipt of a DIC TA3 transaction will trigger a system update of
the Geographic Area Codes (GACs) for the applicable DoDAAC if:

         (a) Management data exists in the DoDAAC record, and

         (b) One of the data elements used in assigning GACs (appendix
A-120) is revised by the TA3.

(5) DIC TA3 transactions may cause revision of GACs on a DoDAAC where the DoDAAD monitor has previously exercised the GAC override option (appendix E-136 P) to manually assign GACs. Therefore, output received as a result of a TA3 transaction should be specifically reviewed to determine if the GACs have been revised by the TA3 and if manual override action is required at that time.

(6) Whenever a change action (TA3) is being processed, it will be necessary to prepare a separate transaction for each line of address recorded in the DoDAAD File for that TAC, i.e., a three line address for TAC 1 will require three input documents. If the change involves TAC 1 only, no additional transactions are required even if there is a TAC 2 or 3 in the record. However, if there are three types of addresses (see appendix A-150 for explanation) being changed, a separate document for each line of address is required.

(7) The Type of File Code (TFC) for DIC TA3 transactions must be compatible with the Type of File Code in the DoDAAD record; otherwise, the transaction will be violated.

(8) Determination of the Type of File Code can be made by reference to available appendices F-105, F-225, and F-226. If updated lists are not available, request a printout of the specific AAC via use of a DoDAAD inquiry transaction, appendix B-135.

(9) The DAASO deletes AACs on the effective date. DLA identifies the DoDAAC as a deleted AAC (w/TFC D) on the TA4 effective date, but suspends physical deletion of the AAC until six months after this date to allow clearance/cancellation of in-process actions. If it becomes necessary to reinstate an AAC deleted in error, DAASO submits DIC TA1s (adds) as new inputs since there is no DAAS record of the AAC erroneously deleted. To accommodate this situation in SAMMS, DIC TA1s are matched against the DoDAAD suspense record upon receipt at the DSCs. If a match is found, the DIC TA1 is posted and an uncontrolled violation H6 is output to the DoDAAD monitor to identify reinstatement of an AAC currently suspended for deletion. Corrective action is prescribed in appendix E-133 V.

c. The Coding Sheet will be forwarded through Data Entry to Data Systems for computer processing. The computer will validate the transaction and attempt to post to the DoDAAD Clear Text File. Any violation resulting from this process will be output on a DoDAAD In-the-Clear Exception Listing, appendix F-103. Such violations will be processed as described in appendix E-133 V. Those transactions which pass validation and posting criteria will result in an entry into the In-the-Clear Text Section of the DoDAAD File; will establish a skeleton record in the DoDAAD File; and will produce a prepunched DoD Activity Address Directory File transaction, appendix B-136 for all additions except those for FEDSTRIP activities established through the DAAS. Local/Interim FEDSTRIP additions process as stated. Mandatory Management Data, as indicated in appendix E-136 P, must be entered into the Management Section of the DoDAAD File immediately; otherwise, requisitions will violate.

5. FLOWCHART

  Flowchart not required.